Summer Intern Job Description

We are seeking a motivated and detail-oriented Office Admin & Operations Intern to support our daily operations, organization, and efficiency. This role will primarily involve administrative work, data management in Google Sheets, and process organization. Additionally, depending on interest and skills, the intern may assist with curriculum development, marketing material creation, or outreach initiatives.

Key Responsibilities:

- Administrative Support: Manage files, documents, and office organization to ensure smooth operations.
- Google Sheets & Data Management: Utilize and improve spreadsheets, including formulas, automation, and reporting.
- Office Organization & Materials Management: Organize and maintain physical file folders, print and hole-punch documents, assemble materials, and ensure office supplies are stocked and accessible.
- Curriculum Development (Optional): Assist in creating and organizing standardized testing or tutoring materials.
- Marketing Support (Optional): Develop marketing materials, assist with social media, and support outreach efforts.
- Outreach & Promotion (Optional): Help engage with prospective clients, partners, or educational institutions.

Qualifications:

- Strong organizational and time-management skills.
- Proficiency in Google Sheets (including formulas, data entry, and analysis).
- Detail-oriented with the ability to multitask and prioritize work.
- Interest in education, standardized testing, or academic curriculum development is a plus.
- Basic design or marketing experience (Canva, social media, email marketing) is a plus.
- Self-motivated and eager to learn.